

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 7, 2016

BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the repair and maintenance of buildings, grounds, and equipment. Is responsible for performing skilled work of a general mechanical nature which may include one or more of the building or service trades such as carpentry, plumbing, painting, masonry, heating or electrical maintenance and repair, welding, sheet metal work, locksmith functions, etc. Works under the general supervision of a supervisor or department head who assigns and inspects work for conformance with procedures and regulations. Employees may exercise independent judgment in carrying out the details of the work. May supervise the work of others in such work and for training purposes. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs skilled work in one or more of the building or service trades such as plumbing, carpentry, painting, plastering, masonry, heating or electrical, welding, sheet metal or machinist work, etc.
2. Performs general grounds maintenance activities;
3. Plans work, estimates and requests required materials and supplies;
4. May read blue-prints to determine nature of work indicated;
5. Interprets diagrams, charts and specifications;
6. Operates power equipment hand tools and testing equipment;
7. Maintains condition of equipment and shop;
8. May oversee the work of subordinates on a work project;
9. Performs general building maintenance activities and all areas of building care and cleaning including responsibility for all daily cleaning, floor maintenance, re-supply of paper products, etc. (North Tonawanda Public Library only).

Note: For North Tonawanda Public Library: 50% of duties are reflected in the first eight typical work activities while the rest involves #9.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, processes, terminology, materials and tools of one or more of the skilled maintenance repair trades; good knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of the operation and maintenance of heating and ventilating equipment; ability to make a variety of skilled repairs and installations rapidly and accurately; ability to read and interpret plans, blueprints and specifications; ability to understand and carry out oral and written instructions; mechanical aptitude and manual dexterity; ability to get along well with others; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE:

Two (2) years of full-time paid experience in general building maintenance or experience in two (2) or more of the following trades: carpentry, plumbing, masonry or electrical field.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field at time of appointment and throughout the duration of employment.
2. May be required to possess within six (6) months of appointment, an appropriate level valid Asbestos Removal License issued by the New York State Department of Labor. An administrative letter is required from any appointing authority requiring such license.